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CITY OF GREENVILLE

POLICY NO. HR-1

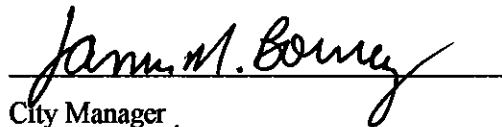
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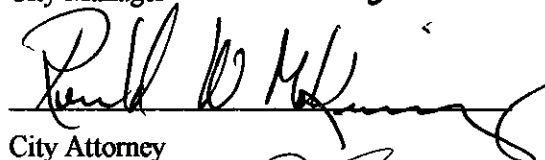
SUBJECT: Human Resource Policy and Procedure Development

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APPROVALS:


City Manager


City Attorney


Human Resource Director

I. **Purpose**

The purpose of this policy is to assign responsibility and define the procedures for the development and implementation of human resource policies and procedures for the City of Greenville.

II. **Scope**

This policy applies to the development and implementation of all human resource policies and procedures which affect the employees and human resource operations of the City of Greenville.

III. **Policy**

Development and implementation of all human resource policies and procedures for the City of Greenville shall be the responsibility of the Human Resource Director.

Policies will be established in collaboration with department heads and other City personnel.

Policies developed will ensure compliance with all applicable federal, state, and local laws and requirements, and will be in keeping with acceptable management practices established by the City Manager and/or directed by City Council.

IV. **Procedures**

All City of Greenville human resource policies and procedures will assure fair and equitable employment practices for all employees in all aspects of their employment with the City.

Human resource policies and procedures drafted by the Human Resource Director will be implemented following review by the City's Leadership Team, and approval by the City Attorney and City Manager. These Human Resource policies and procedures are intended to provide guidance to management and are not contractual. Any policy having an impact on budget appropriations must have the approval of the Director of Finance. No policy will be effective until signed by the City Manager.

The City of Greenville reserves the sole right to change these policies and procedures at any time.